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"Sometimes I wanna rock and roll all night and party every day — but I wouldn't list it under 'career goals.'"

# Resume 101

## Do's

- Consider a resume style that doesn't look like everyone else's
- Bulleted style resume as reader-friendly as possible
- Pick a style of resume that will highlight your information in order of importance to the reader
- Avoid the verb "work"  
**BE SPECIFIC!**
- Emphasize transferable skills
- List your education 1st
- Include your phone number and email address (you may want to create a specific email address for job hunting)
- **PROOFREAD!** Also, have someone else proofread it for you.
- Use quality resume paper... no strange colors! Use white, ivory, or a conservative color
- Keep your font consistent
- Use percentages and numbers wherever possible to be more specific in the population or information you are talking about
- Keep in mind your target audience
- Remember numbers one through ten should be spelled out, while figures should be used for 11 and higher
- Be careful with capitalization, it is incorrect to capitalize job positions unless used as a heading
- Watch the spacing! Make sure it flows and everything is aligned

## Don'ts

- Don't worry about the 1 page rule, just don't go over 2 pages
- Don't lie!!!
- Don't use decorative fonts.
- Don't use personal pronouns (I, me, my)
- Don't forget the location of your past jobs (city and state)
- Don't mix noun and verb phrases when describing your jobs. (use action/power verbs)
- Don't mix tenses (past tense for past jobs, present tense for current jobs)
- Don't use phrases like "duties include," "responsibilities include," and "responsible for"
- Don't list too much experience. (15+ years worth of jobs too much)
- Don't emphasize skills and job activities you don't want to do in the future. (why describe your great clerical duties if you do not want to do clerical work in the future)
- Don't list High School!
- Don't include personal information such as height, weight, race, age, place of birth, sex, pictures etc.
- Don't include hobbies or other irrelevant information. It can be seen as superfluous and trivial.
- Don't list references right on your resume. Put on a separate page and give when requested
- Don't staple!

## Most common types of Resumes

### Chronological Resume

The chronological resume is the most commonly used format. A chronological resume is written in reverse chronological order—with your most recent educational and experiences listed first. This is the easiest format to write.

Chronological resumes are good to use when your most recent experience or education is advantageous to the kind of position you are seeking, you have had job growth within the same company, or you are staying in the same field as your prior position.

Sections on this type of resume would include Objective, Education, Work Experience, and Activities.

### Functional Resume:

In a functional resume your skills and abilities are highlighted rather than where and when your education and experience took place. This is a good format to use if you have developed a set of skills over a wide variety of experiences, or if you have developed skills over a wide variety of experiences within the same organization or activity.

This is a good resume if you are entering the job market after a long absence or if you are entering the job market for the first time with little related experience but a lot of skill.

Section headings in this kind of resume would include Management, Leadership, Training Skills, Computer Skills, Technical Experience, Research, Sales, etc.

### Combination Resume:

A combination resume contains the best of the chronological and functional formats. While it is more difficult to write, it has some advantages in certain situations. You are able to call attention to your skills and abilities and focus them on the job target (objective) more effectively. It can be utilized in a number of ways to allow some creative designs that you can tailor to your prospective job. Keep in mind, though, that all of that creativity takes time.

This format is usually used by applicants who have a strong background related to their objective.

Sections on this resume would include Education and Experience as well as skills that you want to emphasize.

## Some benefits...

### Some of the benefits of a Chronological Resume include:

- It emphasizes the organization(s) you worked for and the educational background that you have. If you work for a large well-known company (or have worked for 2 or more) this might be the right design for you.
- The Chronological format will highlight your respected educational institution that better than the other formats.
- If you will be staying in the same line of work, this style leads the employer through your progress easily and chronologically.

### Some of the benefits of a Functional Resume include:

- Any gaps in your employment dates are better disguised in this format. For instance, if you took time off to be a stay-at-home-mom, your break in employment will not be as noticeable using this type of resume.
- Your skills and achievements are accentuated rather than where or when you developed them.
- If you have done the same kind of work for more than one employer, you have an advantage using the Functional style. Repeating the same job responsibilities from job to job is eliminated so you can focus your energy on highlighting additional skills.

### Some of the benefits of a Combination Resume include:

- It allows you to detail your work experience and accomplishments in a way that provides the prospective employer with a clear picture of how you will fulfill the job requirements of the position you seek.
- There is no clear way to design the combination style of resume correctly or incorrectly, so you have a lot of flexibility.
- You are still able to disguise anything that might be viewed as a disadvantage (a gap in dates of employment, for instance).

## 15 Tips for Writing A Great Resume

By Ann Hackett

The thought of writing a resume intimidates almost anyone. It's difficult to know where to start or what to include. It can seem like an insurmountable task. Here are 15 tips to help you not only tackle the task, but also write a winning resume.

**1) Determine your job search objective prior to writing the resume.** Once you have determined your objective, you can structure the content of your resume around that objective. Think of your objective as the bull's-eye to focus your resume on hitting. If you write your resume without having a clear objective in mind, it will likely come across as unfocused to those that read it. Take the time before you start your resume to form a clear objective.

**2) Think of your resume as a marketing tool.** Think of yourself as a product, potential employers as your customers, and your resume as a brochure about you. Market yourself through your resume. What are your features and benefits? What makes you unique? Make sure to convey this information in your resume.

**3) Use your resume to obtain an interview, not a job.** You don't need to go into detail about every accomplishment. Strive to be clear and concise. The purpose of your resume is to generate enough interest in you to have an employer contact you for an interview. Use the interview to provide a more detailed explanation of your accomplishments and to land a job offer.

**4) Use bulleted sentences.** In the body of your resume, use bullets with short sentences rather than lengthy paragraphs. Resumes are read quickly. This bulleted sentence format makes it easier for someone to quickly scan your resume and still absorb it.

**5) Use action words.** Action words cause your resume to pop. To add life to your resume, use bulleted sentences that begin with action words like prepared, developed, monitored, and presented.

**6) Use #'s, \$'s and %'s.** Numbers, dollars, and percentages stand out in the body of a resume. Use them. Here are two examples: Managed a department of 10 with a budget of \$1,000,000. Increased sales by 25% in a 15-state territory.

**7) Lead with your strengths.** Since resumes are typically reviewed in 30 seconds, take the time to determine which bullets most strongly support your job search objective. Put those strong points first where they are more apt to be read.

**8) Play Match Game.** Review want ads for positions that interest you. Use the key words listed in these ads to match them to bullets in your resume. If you have missed any key words, add them to your resume.

**9) Use buzzwords.** If there are terms that show your competence in a particular field, use them in your resume. For marketing people, use "competitive analysis." For accounting types, use "reconciled accounts."

**10) Accent the positive.** Leave off negatives and irrelevant points. If you feel your date of graduation will subject you to age discrimination, leave the date off your resume. If you do some duties in your current job that don't support your job search objective, leave them off your resume. Focus on the duties that do support your objective. Leave off irrelevant personal information like your height and weight.

**11) Show what you know.** Rather than going into depth in one area, use your resume to highlight your breadth of knowledge. Use an interview to provide more detail.

**12) Show who you know.** If you have reported to someone important such as a vice president or department manager, say so in your resume. Having reported to someone important causes the reader to infer that you are important.

**13) Construct your resume to read easily.** Leave white space. Use a font size no smaller than 10 point. Limit the length of your resume to 1-2 pages. Remember, resumes are reviewed quickly. Help the reader to scan your resume efficiently and effectively.

**14) Have someone else review your resume.** Since you are so close to your situation, it can be difficult for you to hit all your high points and clearly convey all your accomplishments. Have someone review your job search objective, your resume, and listings of positions that interest you. Encourage them to ask questions. Their questions can help you to discover items you inadvertently left off your resume. Revise your resume to include these items. Their questions can also point to items on your resume that are confusing to the reader. Clarify your resume based on this input.

**15) Submit your resume to potential employers.** Have the courage to submit your resume. Think of it as a game where your odds of winning increase with every resume you submit. You really do increase your odds with every resume you submit. Use a three-tiered approach. Apply for some jobs that appear to be beneath you. Perhaps they will turn out to be more than they appeared to be once you interview for them. Or perhaps once you have your foot in the door you can learn of other opportunities. Apply for jobs that seem to be just at your level. You will get interviews for some of those jobs. See how each job stacks up. Try for some jobs that seem like a stretch. That's how you grow—by taking risks. Don't rule yourself out. Trust the process. Good luck in your job search!

<b>Management Skills</b>	<b>Communication Skills</b>	<b>Research Skills</b>	<b>Technical Skills</b>	<b>Financial Skills</b>	<b>Creative Skills</b>
Adjusted	Addressed	Acquired	Activated	Accommodated	Accommodated
Administrated	Admitted	Certified	Added	Acquired	Acted
Admitted	Aided	Clarified	Adjusted	Activated	Alleviated
Advanced	Apprised	Collected	Advanced	Adjusted	Altered
Analyzed	Arbitrated	Compared	Altered	Administered	Articulated
Appointed	Arranged	Concluded	Assembled	Advanced	Brainstormed
Apprised	Articulated	Consulted	Built	Allocated	Commissioned
Ascertained	Attested	Critiqued	Calculated	Allowed	Compared
Assigned	Collaborated	Deciphered	Charted	Analyzed	Composed
Attained	Composed	Diagnosed	Computed	Appraised	Conceptualized
Chaired	Confirmed	Elicited	Constructed	Approximated	Constructed
Conducted	Corresponded	Evaluated	Converted	Audited	Created
Contracted	Developed	Examined	Debugged	Balanced	Customized
Coordinated	Directed	Extracted	Designed	Budgeted	Designed
Dedicated	Drafted	Identified	Devised	Calculated	Developed
Delegated	Edited	Inspected	Engineered	Computed	Directed
Designated	Formulated	Interpreted	Formatted	Developed	Displayed
Developed	Influenced	Interviewed	Maintained	Disbursed	Envisioned
Directed	Inferred	Investigated	Mobilized	Endorsed	Established
Employed	Interpreted	Judged	Modernized	Estimated	Fashioned
Evaluated	Lectured	Organized	Modified	Figured	Founded
Fostered	Mediated	Queried	Operated	Forecasted	Illustrated
Hired	Moderated	Questioned	Overhauled	Managed	Improvised
Improved	Negotiated	Raised	Programmed	Marketed	Initiated
Increased	Promoted	Related	Rated	Planned	Inspired
Interviewed	Publicized	Reported	Refined	Projected	Instituted
Led	Recruited	Reviewed	Remodeled	Raised	Integrated
Organized	Reinforced	Scrutinized	Repaired	Reported	Introduced
Oversaw	Related	Studied	Secured	Researched	Invented
Planned	Served	Submitted	Solved	Sanctioned	Modeled
Produced	Solicited	Summarized	Streamlined	Secured	Originated
Recommended	Spoke	Supplemented	Submitted	Solicited	Performed
Regulated	Suggested	Surveyed	Supplemented	Substantiated	Refined
Reinforced	Translated	Synthesized	Synthesized	Sustained	Rejuvenated
Reviewed	Transmitted	Systematized	Traced	Tailored	Revamped
Scheduled	Updated	Tailored	Transmitted	Transacted	Revitalized
Strengthened	Verified	Updated	Updated	Updated	Revived
Supervised	Wrote	Verified	Upgraded	Valued	Shaped
			Verified	Verified	Visualized

Helping Skills	Clerical or Detail Skills	Verbs for Accomplishments
Accelerated	Accommodated	Accomplished
Accomplished	Aided	Achieved
Adjusted	Approved	Advanced
Assessed	Arranged	Alleviated
Assisted	Catalogued	Amended
Clarified	Classified	Augmented
Coached	Collected	Authored
Consented	Compiled	Boosted
Contributed	Composed	Centralized
Consulted	Contributed	Certified
Cooperated	Delivered	Committed
Counseled	Executed	Conducted
Guided	Exercised	Eclipsed
Demonstrated	Generated	Elevated
Diagnosed	Implemented	Empowered
Educated	Indexed	Enlarged
Enhanced	Inspected	Enriched
Estimated	Issued	Excelled
Expedited	Linked	Expanded
Extended	Measured	Finalized
Extracted	Minimized	Fulfilled
Facilitated	Monitored	Improved
Familiarized	Operated	Launched
Guaranteed	Organized	Multiplied
Guided	Prepared	Orchestrated
Held	Processed	Pioneered
Helped	Purchased	Realized
Involved	Queried	Reduced
Justified	Rated	Relieved
Motivated	Recorded	Resolved
Procured	Reserved	Restored
Referred	Retrieved	Revamped
Rehabilitated	Screened	Revived
Relieved	Scrutinized	Satisfied
Remedied	Settled	Spearheaded
Represented	Specified	Streamlined
Reserved	Systematized	Substantiated
Served	Tabulated	Synthesized
Smoothed	Validated	Transformed

**Tech Tip:**

When sending your resume via email you should PDF it.

This way the employer can open your resume no matter what version of computer, windows, or Word they have!

**What Employers Want**

Employers say they are impressed by job candidates who have ex work experience. Employers say they want trustworthy new hires wh done without having to be babied at each step.

**Top 10 Qualities Employers Seek**

1. Communication skills (verbal and written)
2. Honesty/integrity
3. Teamwork skills (works well with others)
4. Interpersonal skills (relates well to others)
5. Motivation/initiative
6. Strong work ethic
7. Analytical skills
8. Flexibility/adaptability
9. Computer skills
10. Organizational skills

# CHECK AND CHECK AGAIN!

## EVALUATE YOUR RESUME

Hold your resume at arm's length and see how it looks.

Is the page too busy with different type styles, sizes, lines, or boxes?

Is the information spaced well, not crowded on the page?

Is there too much "white space"?

Is important information quick and easy to find?

## CONTENT

- Name is at the top of the page: highlighted by slightly larger typesize, bolding, and/or underlining
- Address and phone number(s) are complete and correct, with zip and area codes, and are well-placed in relation to name
- All entries highlight a capability or accomplishment
- Descriptions use active verbs, and verb tense is consistent; current job is in present tense; past jobs are in past tense
- Repetition of words or phrases is kept to a minimum
- Capitalization, punctuation, and date formats are consistent
- *There are NO typos or spelling errors*

## ORGANIZATION

- Your best assets, whether education, experience, or skills, are listed first
- The page can be easily reviewed: categories are clear, text is indented
- The dates of employment are easy to find and consistently formatted
- Your name is printed at the top of *each* page

## FORMAT/DESIGN

- No more than two typestyles appear; typestyles are conservative
- Bolding, italics, and capitalization are used consistently and in support of the information structure
- Margins and line spacing keep the page from looking too crowded
- Printing is on one side of the sheet only, on high-quality bond--white or off-white (i.e. beige or ivory)
- The reproduction is good, with no blurring, stray marks, or faint letters
- The *right* side of the page is in "ragged" format, **not** right-justified. Right justification creates awkward white spaces

## Now you're done!

**Just one more suggestion:** If you are sending your resume to a prospective employer, you'll probably also have to include a separate *cover letter*. This is usually one page long. The letter indicates your interest in a particular company or position, summarizes the most important aspects of your education and experience, and lets the employer know where and when you can be contacted for an interview.